

**NEW JERSEY HISTORICAL COMMISSION  
P.O. BOX 305 TRENTON, NJ 08625  
NOTICE OF JOB VACANCY**

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**ISSUE DATE:** April 11, 2022

**CLOSING DATE:** April 29, 2022

**OPEN TO:** General Public

**SALARY:** \$30/hour

**DIVISION:** New Jersey Historical Commission

**TITLE:** Volunteer Program Coordinator

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**DEFINITION:** The New Jersey Historical Commission (NJHC), a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history, seeks a part-time volunteer program coordinator for their Revolution NJ initiative, a public-private partnership between the NJHC and the non-profit organization Crossroads of the American Revolution Association, Inc. charged with commemorating the 250th anniversary of the founding of the United States. The volunteer program coordinator will manage and coordinate a statewide volunteer and internship program to help address the staffing and expertise needs at historic sites leading up to commemoration efforts in 2026 and beyond. The volunteer program coordinator will specifically:

- Identify, create, and manage a digital volunteer sign-up portal and database, coordinating historic site needs, volunteer skills, and opportunities.
- Correspond with historic sites and organizations across the state, identifying staffing and expertise needs.
- Grow, recruit, and coordinate volunteer and intern roster (especially from already established volunteer opportunities and public history internship programs in New Jersey),
- Develop and manage relationships between historic sites and volunteers, ensuring the right fit between both.
- Other duties as assigned

This is a part-time, termed position that lasts for 775 hours. The position will require 20 hours per week (schedule flexible within certain parameters). The work will be concluded by February 2023 with a possibility for extension.

**REQUIREMENTS:** The Volunteer Program Coordinator must:

- Possess excellent written and verbal communication skills
- Have experience in community engagement and volunteer work
- Demonstrate strong networking and people skills
- Have experience with database creation and management
- Exhibit professionalism, the ability to take initiative, and a collaborative work style
- Show strong organizational skills and attention to detail (project management and coordination skills are essential)
- Possess competency with Microsoft Office Suite, social media, and other web-based platforms
- Be able to work remotely, occasionally commute to work at the NJHC offices in Trenton and be able to travel to historic sites and other organizations around the state

**EDUCATION:** The Volunteer Program Coordinator must have an undergraduate degree in history and or related fields of study such as public history, historic preservation, museum studies, education, archaeology, anthropology, and sociology. A graduate level degree in one of these fields is preferred.

**EXPERIENCE:** The Volunteer Program Coordinator must have at least 3 years of experience with volunteer coordination, community engagement and organizing, database management, and public history and or a related field.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**OPEN TO:** Anyone who meets the requirements stated above.

**APPLICANT INFORMATION:** Applicants should submit a cover letter, resume and a writing sample by the closing date with the subject line “Volunteer Program Coordinator Applicant - First Name Last Name” to [NJHC.programs@sos.nj.gov](mailto:NJHC.programs@sos.nj.gov).

\*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Historical Commission is an Equal Opportunity Employer